Recommendation #7 - Supplementary

    a. CIA Safety Program

    A basic CIA Safety Program would include the following:

    (1) A semi-annual inspection of all Agency buildings with a detailed report and corrective recommendations forwarded to the Offices concerned.

    (2) Annual fire drills in all Agency buildings and a detailed report of findings and recommendations forwarded to the Offices concerned.

    (3) Quarterly inspections of all Agency warehouses and detailed reports forwarded to the Offices concerned.

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    (5) A review of plans and specifications for new construction prior to initiation of work.

    (6) The establishment of Area Safety Officers and a program of appropriate training for these Officers.

    (7) The review of all plans for the movement and relocation of safes, safe files, etc.

    (8) Attendance of the Safety Officer or his designee at meetings of the Federal Safety Council.

    (9) A periodic review of artificial lighting conditions and technical testing as necessary.

    (10) Technical tests in locations where gasoline operated equipment is used indoors.

    (11) Coordination with the CIA Emergency Planning Officer with respect to the safety and fire aspects of Agency evacuation plans.

    (12) The procuring and showing of appropriate films concerning safety and fire hazards.

    (13) The keeping and posting of statistical data for accident frequency rates, etc.

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(14) An automotive safety program.

(15) Attendance at Federal and National Safety Council Schools to gain knowledge of new developments.

(16) The procuring of samples, where appropriate, of materials used within the Agency and arranging for tests to determine inflammability, toxicity, etc.

(17) Periodic checks of machinery with respect to guards, grounding, eye protection, etc.

(18) A current safety poster program.

b. The above represents a basic safety program for CIA and as experience develops, it is entirely probably that this program will be refined or additional items will be added.